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**CONFIDENTIAL**

17 October 1951

25X1  
[Redacted]  
Advisor for Management

Assignment of Administrative Pool Positions - Procurement Office.

1. The attached requests that three additional positions be charged to the Administrative Pool instead of the actual T/O for Procurement.

2. There are five positions authorized for the pool which have never been used; this is three of them. However, of course I would take no action without your concurrence.

3. It is the opinion of my office that the three positions are in order. It would be a good question efficiency-wise as to whether the messenger should be supplied by the Administrative Services Office rather than being on Procurement's T/O. In my opinion it makes absolutely no difference whose T/O it is on, provided one individual can be utilized eight hours a day, and it appears certain to me that Procurement can utilize a full-time messenger and still need additional service from the Administrative Services Messenger Pool.

[Redacted]  
25X1  
1 Attach.  
T/O Request.

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